



Vacancy Announcement Number: 2016-39

OPEN TO: All Interested Candidates

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Electrical Controls Technician

OPENING DATE: October 24, 2016

CLOSING DATE: November 4, 2016

WORK HOURS: Full time; 40 hours/week

SALARY: Ordinary resident (OR): Position Grade FSN-07
Not-Ordinarily Resident (NOR): Position Grade: FP-07
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Kyrgyzstan is seeking eligible and qualified applicants for the position of Electrical Controls Technician in the Facility Management Office.

BASIC FUNCTION OF POSITION:

Electrical Controls Technician specializes in and focuses on the electrical control systems of automated equipment and performs various hands-on tasks of programming, configuring, maintaining, manipulating, troubleshooting and repairing the computer-based automated electrical control systems and equipment throughout the Embassy Compound buildings, grounds, and U.S. Government owned and leased residential properties. All equipment is operated on a 3-phase electrical power supply up to 10,000V. Assists Building Automation System Engineer (BAS) in the programming control sequences, control devices, and the devices' interface with the BAS to maintain optimized performance and equipment maintenance. Work is directed by the Supervisory Building Engineer and occasionally by the American Facility Manager. Stands 24/7/365 on-call duty. Responds to 24-hour emergency calls to repair equipment and/or assigned work area during off-duty hours. Backs up Supervisory Building Engineer.

Compound Electrical Equipment consists (but not limited to) of the following: Electrical Power Control System, Power Monitoring System EATON, Electrical Power Distribution Systems, Automatic Voltage Regulators (AVR), Transformers, Switchgear, Automatic Transfer Switches (ATS), Emergency Power Generation (generators) and controls, Logic Controls, Uninterruptible Power Supply (UPS) Systems, Capacitor Banks, Elevators, Fire Alarm Systems, Fire Suppression System, Fire Pump, with all their

electrical Control components. Supports electrical controls for the Heating, Ventilation and Air-conditioning (HVAC)/Mechanical Water Treatment filtration system, and Portable Water Treatment plant.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: Required a completion of a three (3) year vocational training program from an accredited institute, technical school, or equivalent, recognized as producing journeyman level training in the repair and maintenance of electrical digital building control systems, known as Automated Systems Technology.

2. EXPERIENCE: Required minimum of three (3) years of journey-level experience with applied digital building control system knowledge in the repair and maintenance of digital building control systems as an Electrical Controls Technician. Experience must be with a large, modern commercial or government facility in operations and maintenance.

3. LANGUAGE: English Level 3 (good working knowledge) (reading, speaking, and writing) is required; Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required. (*Language proficiency will be tested*).

4. SKILLS AND ABILITIES:

The incumbent shall have the skills and abilities in the following areas:

- Ability to obtain certification to work with up to 10,000V prior to hiring;
- ability and experience to interpret building / equipment, electrical control plans, specifications, schematic drawings, and manufacture's technical data;
- ability to distinguish frequencies and sounds of equipment to determine normal and abnormal operation;
- ability to identify color codes and odors in the operation of equipment in order to troubleshoot for repairs;
- substantial skill in comprehending engineering reports, specifications, and related materials in English and Russian
- standard computer literacy in Microsoft Office software (Word, Excel, Power Point, Outlook, etc.), email, and skills in Internet-based search; basic ability to read AutoCAD drawings; (*This will be tested*).
- ability to test electrical components and take equipment readings with various meters, tools of the trade, and specialty tools to determine appropriate repairs and collect performance data;
- ability to use tools of the trade, hand tools, power tools, in order to install, troubleshoot and repair equipment electrical controls and building automation systems, and associated devices;
- ability to respond to emergency situations in an efficient and timely manner to effect immediate repairs;
- ability to work in various adverse conditions such as tight or enclosed spaces, at heights, and temperature extremes, indoors or outdoors, to complete work assignments;
- skill to communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information;
- excellent interpersonal skills and be able to handle a large workload and multiple tasks;
- ability to organize schedule, tools, and tasks;

- able to lift and carry tools, equipment and parts up to 20 kg;
- be available 24/7/365 on-call after duty hours to respond to emergencies.

5. JOB KNOWLEDGE:

- detailed technical knowledge to operate, manipulate, configure, troubleshoot, and maintain computer-based sophisticated Electrical Power Control System, Power Monitoring System, Fire Control System, and other building electrical systems that are supported by BAS;
- working knowledge of the Building Automated Systems (BAS) principals to effectively interact and assist the BAS Engineer;
- knowledge of how control systems interface with the other operating systems and equipment. Knowledge base must be equipment specific with all makes and models of the installed electrical systems, switchgear, and equipment;
- theoretical and/or working knowledge of different types of building systems and equipment and understanding of the principles of electrical, mechanical, and refrigeration systems;
- technical understanding of major building electrical / mechanical systems and equipment with a specialty in controls. Knowledge from reading technical documents, interpreting maintenance plans, and understanding of technical literature is required;
- basic knowledge of U.S. building, electrical, mechanical, fire and life safety codes; and, US building and trade construction standards.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office (+ 996-312-597-000, ask telephone operator to transfer the all to the Human Resources Office).

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, current certificate to work up to 10,000 V (if any), etc.)

WHERE TO APPLY:

Human Resources Office	U.S. Embassy Bishkek
Mailing Address:	Prospect Mira, 171, Bishkek, Kyrgyz Republic
E-mail Address:	BishkekHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother,

stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.